# Entering Group Enrollments

## Before You Start

1. Gather the program information and the member and volunteer distribution numbers for each of the categories included in the group enrollment.
2. The Group Enrollment should only be entered one time for the duration of the program, even if the program is offered over a period of time.

## Steps

1. Click on Group Enrollments in the navigation pane.
2. Click the blue Add Group Enrollment button.
3. Complete each of the Program fields with the information specific to the group enrollment. Some fields are required.
   - Program Name
   - Description
   - Start Date
   - End Date
   - 4-H Year
   - Delivery Mode
   - Presenter
   - Location
   - Number of Hours
   - Number of Youth from military families
4. Select the Project area from the drop-down menu and click Add Project. Repeat for each project in the program.
5. Complete the Gender Distribution fields. This includes the county of total males and females, and the number of duplicated members (enrolled members) for both males and females.

## Screenshots

(Screen appearance may vary per state)

<table>
<thead>
<tr>
<th>Submitted Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Name</td>
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<table>
<thead>
<tr>
<th>Group Enrollment</th>
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</thead>
<tbody>
<tr>
<td>Program Name</td>
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<table>
<thead>
<tr>
<th>Project</th>
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<tbody>
<tr>
<td>Select a Project</td>
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<table>
<thead>
<tr>
<th>Member Distribution</th>
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<tbody>
<tr>
<td>Gender Distribution</td>
</tr>
<tr>
<td>Male</td>
</tr>
<tr>
<td>Female</td>
</tr>
<tr>
<td>Subtotal</td>
</tr>
</tbody>
</table>
6. Complete the Racial Distribution fields for the non-duplicates. This includes the count of each racial group according to their ethnicity (Hispanic or Non-Hispanic). This total must match the total of non-duplicated participants from the first section.
   - White only
   - Black or African American Only
   - American Indian or Alaska Native Only
   - Asian Only
   - Native Hawaiian/Pacific Islander Only
   - Balance (other combinations)

7. Complete the Residence Distribution for the non-duplicate participants. This includes:
   - Farm
   - Rural (under 10,000)
   - Town (10,000 – 50,000)
   - Suburb of Cities (less than 50,000)
   - Central Cities (Greater than 50,000)

8. Complete the Grade Distribution fields for the non-duplicate participants.

9. Complete the Racial Distribution of Volunteers.
10. Complete the Adult Classification Distribution fields. This is the distribution of adult volunteers for this program.
   - Direct (as defined by your institution)
   - Indirect (as defined by your institution)

11. Complete the Youth Classification Distribution fields. This is the distribution of youth volunteers for this program.
   - Direct (as defined by your institution)
   - Indirect (as defined by your institution)

12. Complete the Training Distribution fields. These are the new Volunteers Trained Through 4-H.
   - Leadership (as defined by your institution)
   - Parenting (as defined by your institution)
   - Other (as defined by your institution)

13. Check the box to submit the form.
14. Click Save.

Tips
- The member distribution totals must match for each category. Duplicates (current 4-H members) are removed from the Male and Female totals.